

## **DRAFT MINUTES**

(Subject to approval by the electors of the Kingston Fire District at the Annual Meeting of May 4, 2015)

### **KINGSTON FIRE DISTRICT ANNUAL MEETING, KINGSTON FIRE STATION, KINGSTON, R.I. MAY 5, 2014**

**Call to Order:** Moderator Valerie Maier-Sperdelozzi called the Kingston Fire District Annual Meeting of May 5, 2014 to order at 7:02 p.m. at the Kingston Fire Station, 35 Bills Road, Kingston, RI. She noted that sixteen (16) qualified electors were in attendance, as confirmed in the 2013 Tax Roll for the District that was located by the attached sign in sheet. Moderator Maier-Sperdelozzi declared that a quorum was present.

#### **AGENDA (SEE HANDOUT)**

**MOTION:** Donald Cobb moved to accept the Agenda as presented. Ina Sciabarrasi seconded the motion. There was no further discussion on the motion. The motion carried unanimously.

#### **APPROVAL OF THE ANNUAL MEETING MINUTES OF 2013 (SEE HANDOUT)**

**MOTION:** Donald Cobb moved to accept the Minutes as presented. Ina Sciabarrasi seconded the motion. There was no discussion on the motion. Moderator Maier-Sperdelozzi asked if there were any questions. There were none. The motion carried unanimously.

#### **CHIEFS' REPORT (SEE HANDOUT)**

**MOTION:** Donald Cobb moved to accept the Chiefs' Report as presented. Elizabeth McNab seconded the motion.

Chief Nathan Barrington gave a summary of his report Deputy Chief Reed's report and Deputy Chief DeGrave's report.

Moderator Maier-Sperdelozzi asked if there were any questions. There were none.

The motion carried unanimously.

#### **TREASURER'S REPORT (SEE HANDOUT)**

**MOTION:** Vincent Rose moved to accept the Treasurer's Report as presented. Sandy Koerner seconded the motion.

Treasurer Carleen Lefebvre presented the Treasurer's report. She gave a brief review of the report noting that the District has expended One Hundred Nineteen Thousand Eight Hundred Seventy Two (\$119,872) Dollars of the approved amount of One Hundred Twenty Three Thousand ((\$123,000) Dollars from Capital Projects. The District has expended Five Hundred

Thirty Nine Thousand Nine Hundred Eighty Eight (\$539,988) Dollars (89%) of its annual budgeted amount of Six Hundred Four Thousand Nine Hundred Eighty (\$604,980) Dollars. Moderator Maier-Sperdelozzi asked if there were any further questions. There were none.

The motion carried unanimously.

### **TAX COLLECTOR'S REPORT (SEE HANDOUT)**

**MOTION:** Vincent Rose moved to accept the Tax Collector's Report as presented. Leon Thiem seconded the motion.

Tax Collector Linda Mendillo presented the Tax Collector's Report. The Kingston Fire District tax roll, after abatements and additions for 2013, was Two Hundred Fifteen Thousand Seven Ninety Six 97/100 Dollars (\$215,796.97). The balance for 2013 is Seven Thousand Three Hundred Fifty Five 69/100 Dollars (\$7,355.69). To date, the District has collected 96.6% of the total amount for 2013. She did inform the tax payers that there currently are 4 properties up for tax sale.. To date, the District has collected 99.2% of the total amount for 2012. To date, the District has collected 99.9% of the total amount for 2011. Dorald Beasley inquired about the total amount owed on properties that are up for tax sale. Mendillo explained that it isn't a lot but it is very effective in getting past due balances paid. In the past we have not gone to tax sale and have had properties 3 and 4 years in arrears, this eliminates that. We have not had to go to tax sale auction yet as the properties do get paid off. She has been in contact with the company that manages tax payment on these properties who will be notifying the mortgage holders. Beasley also inquired if the properties correspond with properties that do not pay Town property taxes. Maryanne Packer, who is the tax collector for the Town of South Kingstown, responded saying that they do not and in many cases the Town taxes are paid through the mortgage company from monies held in escrow. Mendillo also mentioned that if we do not go to tax sale and just let properties become in arrears for years we could lose the lien on the property and therefore, not be able to get payment.

Moderator Maier-Sperdelozzi asked if there were any further questions. There were none.

The motion carried unanimously.

### **PRESIDENT'S REPORT**

**MOTION:** Leon Thiem moved to accept the President's Report as presented. Sandra Koerner seconded the motion.

President Donald Cobb gave an oral report. He began by thanking everyone for the work they do for the District. He reiterated from the Chiefs reports how well we are doing on Recruitment and Retention for volunteer firefighters. However, he did call upon the tax payers to consider and contact their neighbors regarding open positions for District Officers, currently we are looking to fill two Tax Assessor positions and one Auditing Committee position. He also said the District is in good financial standing. Dorald Beasley did mention that his process for the tax assessment can be handled by one person and that he is putting together instructions on how it is done. The positions will be discussed at up-coming Wardens Meetings.

Moderator Maier-Sperdelozzi asked if there were any questions. There were none.

The motion carried unanimously.

### **OLD BUSINESS**

Moderator Maier-Sperdelozzi stated that according to last year's minutes there were no motions tabled or carried forward to attend to at this year's meeting.

Moderator Maier-Sperdelozzi asked if there was any other official business under the category "Old Business". There was none.

### **2013-2014 BUDGET MOTION (SEE HANDOUT)**

Barrington presented the Budget. He started going over some of the changes to the budget line items and mentioned that they are dependent on the Resolutions that are listed to be passed under new business. It was requested that the Resolutions be reviewed as they will affect the budget. The resolutions were reviewed. There was brief discussion to clarify some line items. Moderator Maier-Sperdelozzi asked if there were any further questions. There were none.

**MOTION:** Donald Packer moved the following Budget Motion: " I move that the budget be approved as presented, and that the Board of Wardens be directed to calculate the tax rate, based on the valuation of assessed property according to the South Kingstown Tax Assessor's rolls as of December 31, 2013 plus or minus five percent (5%), to account for differences in the tax base due to authorized abatements and additions to the tax roll throughout the tax year, so as to raise the amount of money specified in the budget to be raised by taxation." The motion was seconded by Donald Cobb. Moderator Maier-Sperdelozzi asked if there were any further questions. There were none. The motion carried unanimously.

### **NOMINATING COMMITTEE REPORT (SEE HANDOUT)**

Moderator Maier-Sperdelozzi recognized Leon Thiem, Chair of the Nominating Committee. Thiem said along with the other members of the Committee they recommend the nominations as provided.

**MOTION:** Leon Thiem moved to accept the Nomination Committee Report, as presented. Lori Horton seconded the motion. It was noted that the 3 year terms listed on the Report that ended in 2017 should be 2016 and that the Treasurer, Tax Collector and Clerk should have an \* next to them signifying that they are up for nomination for a 1 year term. Moderator Maier-Sperdelozzi asked if there were any further questions. There were none. The motion, with changes, carried unanimously.

### **NOMINATIONS FROM FLOOR**

Moderator Maier-Sperdelozzi asked if there were any further nominations from the floor. There were none.

## **ELECTION**

**MOTION:** There being no further nominations or discussion, Moderator Maier-Sperdelozzi asked for a vote to elect those individuals nominated in the Nominating Committee Report. Donald Cobb moved and Lori Horton seconded the motion. The motion carried unanimously.

## **OTHER NEW BUSINESS (SEE HANDOUT):**

Moderator Maier-Sperdelozzi asked the electors to refer to the Resolutions to be approved under “Other New Business”

Moderator Maier-Sperdelozzi asked the electors to review the first resolution, Resolution for Establishment of a Capital Projects Fund. There was brief discussion held to clarify the resolution.

**MOTION:** Donald Cobb moved to accept the Resolution for Establishment of a Capital Projects Fund as presented. David McNab seconded the motion. Moderator Maier-Sperdelozzi asked if there were any further questions. There were none. The motion carried unanimously.

Moderator Maier-Sperdelozzi asked the electors to review the second resolution, Resolution for Emergency Contingency Fund for Fiscal Year 2013-2014. Discussion was held. Donald Packer asked that the last sentence of the resolution be amended to read “by unanimous vote of the Wardens” instead of “majority vote”.

**MOTION:** Donald Packer moved to amend the Resolution for Emergency Contingency Fund for Fiscal Year 2013-2014. Vincent Rose seconded the motion. Moderator Maier-Sperdelozzi asked if all were in favor of the amendment. 11 electors were in favor, 5 electors were not. The motion carried by majority vote.

**MOTION:** Donald Beasley moved to accept the Resolution for Emergency Contingency Fund for Fiscal Year 2013-2014 as amended. Lori Horton seconded the motion. Moderator Maier-Sperdelozzi asked if there were any questions. There were none. The motion carried unanimously.

Moderator Maier-Sperdelozzi asked the electors to review the third resolution, Resolution for Reserve Funds.

**MOTION:** Donald Packer moved to accept the Resolution for Reserve Funds, as presented. Vincent Rose seconded the motion. Moderator Maier-Sperdelozzi asked if there were any further questions. There were none. The motion carried unanimously.

Moderator Maier-Sperdelozzi asked the electors to review the fourth resolution, Resolution for Capital Expenditures.

**MOTION:** Donald Packer moved to accept the Resolution for Capital Expenditures, as presented. Ted Jakubowski seconded the motion. Moderator Maier-Sperdelozzi asked if there were any further questions. There were none. The motion carried unanimously.

Moderator Maier-Sperdelozzi asked the electors to review the fifth resolution, Resolution for acquisition of new Heavy Duty Platform Aerial Ladder.

**MOTION:** Elizabeth McNab moved to accept the Resolution for acquisition of new Heavy Duty Platform Aerial Ladder, as presented. Vincent Rose seconded the motion. Moderator Maier-Sperdelozzi asked if there were any further questions. There were none. The motion carried unanimously.

Moderator Maier-Sperdelozzi asked the electors to review the sixth resolution, Resolution governing Fire Details Fund. Discussion was held regarding the necessity of it being a resolution or if it should be an annual motion to transfer funds.

**MOTION:** Donald Cobb moved to accept the Resolution governing Fire Details Fund, as presented. Ina Sciabarrasi seconded the motion. Moderator Maier-Sperdelozzi asked if there were any further questions. There were none. The motion did not carry by unanimous vote.

Moderator Maier-Sperdelozzi asked the electors to review the seventh resolution, Resolution to close the Firefighter Incentive Fund. Discussion was held regarding the last 4 lines of the resolution and if they should be part of the resolution or removed.

**MOTION:** Donald Cobb moved to amend the Resolution to close the Firefighter Incentive Fund. Ted Jakubowski seconded the motion. Moderator Maier-Sperdelozzi asked if there were any questions. There were none. The motion carried unanimously.

**MOTION:** Donald Cobb moved to accept the Resolution to close the Firefighter Incentive Fund, as amended. Ina Sciabarrasi seconded the motion. Moderator Maier-Sperdelozzi asked if there were any questions. There were none. The motion, as amended, carried unanimously.

Moderator Maier-Sperdelozzi asked the electors to review the eighth resolution, Resolution to close the Kingston Hill Bookstore Fire Detail Fund.

**MOTION:** Donald Cobb moved to accept the Resolution to close the Kingston Hill Bookstore Fire Detail Fund, as presented. Ted Jakubowski seconded the motion. Moderator Maier-Sperdelozzi asked if there were any further questions. There were none. The motion carried unanimously.

Moderator Maier-Sperdelozzi asked the electors to review the ninth resolution, Resolution to close the Plan Review Fund. There is an inquiry of where payments for plan reviews would be applied. Barrington explained income received would be applied to the Plan Review Fee income line item.

**MOTION:** Donald Cobb moved to accept the Resolution to close the Plan Review Fund, as presented. Donald Beasley seconded the motion. Moderator Maier-Sperdelozzi asked if there were any further questions. There were none. The motion carried unanimously.

Moderator Maier-Sperdelozzi asked the electors if there was anything else to be heard under “New Business” Dorald Beasley asked, in the wake of recent events, is there an SOP for scenarios with guns, explosions and fire. Barrington responded that there are guidelines however; there are situations beyond our control. In situations, such as the recent events, we work in conjunction with the police establishing an incident plan.

**MOTION:** Leon Thiem moved to adjourn. Larry Fortin seconded the motion.

The motion carried unanimously.

The meeting adjourned at 8:13 p.m.

Respectfully submitted,

Jodi Hall  
District Manager  
Kingston Fire District  
On behalf of Larry Fortin  
District Clerk